Governor's Arts Awards Nominations 2010

We suggest that you print this document for reference while you complete the nomination process.

Our online process will help you create a portfolio for the artist or organization you wish to nominate at https://mt.slideroom.com. This requires:

- A PC or a Mac
- Adobe Flash Player (9 or higher)
- A PDF conversion program
- Access to high speed internet. Unfortunately, dial-up connections will not work with this system, so if you do not have a high speed internet connection, go to http://www.art.mt.gov/about/about_govawards.asp to download a list of sites offering public access to computers with high-speed internet service and free Wi-Fi access in your part of the state.
- An email account. (Please note that Hotmail accounts are not compatible with this system.)

Free resources:

Here is information on how to access or download all of the necessary programs <u>at no cost</u>. If you have questions about versions of software, access to any of the above, or this just sounds too overwhelming, email support@slideroom.com for personal assistance. Their friendly support people will help you immediately and will phone you if necessary.

- o Free email accounts are available from http://www.gmx.com, http://mail.google.com, http://www.mail.com and http://mail.yahoo.com
- o To download Adobe Flash Player, go to http://www.adobe.com/products/flashplayer/
- o To download a PDF converter, go to
  http://www.download.com/CutePDF-Writer/3000-6675_4-10206470.html
- o To convert a music file to mp3 format, go to http://www.media-convert.com/

Guidelines for support materials:

Before you begin, be sure to assemble all contact information for your nominee and endorsers (address, telephone, email, etc.) Support materials in the formats recommended below should be saved on your hard drive, flash drive or other portable storage device. If your nominee has a website and/or their artwork is available for review online, gather the relevant web addresses.

Support materials <u>must</u> include:

- ✓ artist's statement or organizational mission statement (PDF format)
- ✓ artist's biography and/or resume for individual artist nominees (PDF format)
- ✓ at least three artwork samples (see below for parameters)
- ✓ at least three letters of endorsement (PDF format)

Please note that your endorsement is the nomination form and is not considered one of the required three letters of endorsement. Additional letters of endorsement are strongly encouraged. If you do not upload them to your portfolio, they can be mailed or emailed to the Montana Arts Council office. Addresses and deadlines are given at the end of this document.

> ➢ The artist's statement/organizational mission statement, artist's biography/resume and required three letters of endorsement must be uploaded as separate PDF documents. However, you may bundle other materials together (such as groups of additional letters or press clippings) into one PDF document for uploading, provided it does not exceed the maximum upload size.

Artwork samples and parameters:

We suggest a minimum of three artwork samples for the committee to review and these may include:

- o Video clips of performances, workshops (mov, wmv, or flv format)
- o Music tracks (mp3 format)
- o Program or curriculum information, testimonials, press, photos (PDF format)
- o Chapters or poems from publications (PDF format)
- o Visual arts images (jpg format)

Documents must be saved in PDF format and cannot be larger than 10MB each. Written artwork samples must be saved as a PFD document.

Images must be in jpg format no larger than 2MB. (To check image size: open the image, right click your mouse and go to "Properties." If the image is larger than 2MB, save it as a PDF document - which will reduce the file size - and then upload it.)

Video clips must be saved as mov, wmv, or flv files for upload and cannot be larger than 20MB each.

Audio must be in mp3 format, no larger than 10MB each. When converting files on www.media-convert.com (recommended in the Free Resources section above,) please be aware that this is a conversion site only, **DO NOT** click on any download buttons. (The area between the blue bands features rotating ads and is not part of the conversion process.) Follow the instructions on the upper blue band and use the drop-down window labeled **File** to browse your computer to select the file to be converted, the "Input Format" window will then fill automatically. In the **Output Format** window, select "MPEG-1/2 Audio Layer 3 (mp3)" and click on **OK** to submit the file. Accept the conversion options given in the next screen by clicking **OK**. In the next screen your converted file will be the first link listed below the ad. Click on the green download icon beside your file to save it on your computer or memory device for upload later to your nomination portfolio.

If you require technical assistance with any of these requirements, please contact support@slideroom.com and they will help you.

How to create your nomination portfolio:

Please note: there is no charge for using the system to make your nomination. You may see references to payment for your account or portfolio submission but these dialogue boxes need no response from you.

Step 1: You must **register and create an account** in order to submit your nomination. Click on the link at the bottom of the Governor's Arts Awards page (http://www.art.mt.gov/about/about_govawards.asp) which will take you to https://mt.slideroom.com/app/Applicant.aspx. Here you will be asked for your email address and a password (one letter or number minimum) to secure your nomination account. When you register, it is important to enter the first and last names of the artist you are nominating in the "first name" and "last name" fields. If you are nominating an organization, enter its full name in the "first name" field and "Organization" in the "last name" field. The remaining contact information should be your own. (You will be asked to provide more contact information for your nominee later on.)

When you click on **save**, you will get a confirmation message telling you that an email will be sent to the email address you gave when setting up the account. In a few minutes that email will arrive in your Inbox with the subject line: Welcome to SlideRoom.com! Click on the link in the email message to activate your account and you will see a confirmation screen. Follow the **click here** link to the nomination website, then log-in on the right of the screen using your email address and password. An online instruction guide on this log-in page can be opened by clicking the "Help" button at the bottom of the screen. Whenever you wish to revisit your nomination portfolio you must log-in the same way. If you need to take a break, just click "save" and you can come back to your nomination portfolio at any time. We suggest that you bookmark the website for convenience.

Step 2: You are now at the **Choose Program** screen. In the gray box at the top of the left sidebar, click on the blue title **Select a Program** to read the portfolio guidelines for the Governor's Arts Awards Program. Then click the **select** button beneath the guideline window. (The portfolio guidelines are repeated on the sidebar to the left for your reference.) For help with any step once you have logged in, click the "Support" lifebelt button at top right for quick help topics or email support.

Step 3: Next, click on the blue **Manage Portfolio** link on the sidebar to gather the support materials for your nomination. When the page comes up, there will be a pale blue window with three buttons beneath it, above the upload and portfolio guidelines on the left sidebar. Click on the left button marked **browse** and a new window will open showing the contents of your computer and any portable memory devices plugged in to it. Navigate to the file you want, left click to select it and then click **Open** at the bottom right of the window. The name of the file will then appear on the pale blue sidebar window on the nomination site. Add more items from your computer in the same way. When you are ready to upload them, click on the name of the file so that it shows bright blue and click the **upload** button. Files may be removed by selecting in the same way and clicking "remove."

When an item has been successfully uploaded, a thumbnail of it will appear. It will have an "i" in a small blue circle in one corner to remind you to label it, so double-click the item to add details in all fields. You must input something in each field, so type in "na" for those fields that do not apply, then click on **save**.

Step 4: When you have finished uploading and labeling all your support materials, click on **Complete Nomination Form** at the very bottom of the left sidebar**.** Enter information directly by clicking on an answer field and typing. This is where you will enter the contact information you gathered for your nominee and endorsers, plus any relevant website addresses. Most importantly, you will be asked to answer four specific questions about the artist(s) or organization being nominated. (You can cut and paste text from another document if you wish.)

Your entry will be automatically saved and you can go back as often as you like to edit and upload UNTIL you click the Submit Portfolio button.

Step 5: When you are satisfied that your portfolio is complete, click the **Submit Portfolio** in the top right corner of the screen. If any areas or items still need attention, you will get an on-screen message from SlideRoom with further specific instructions. If the portfolio matches all guidelines, an **on-screen confirmation** of successful submission will appear. Please be aware that no further visits can be made to the portfolio once it has been submitted.

Timeline: All information and uploads must be submitted by 11:59 p.m. (MDT) on April 26, 2009. Any letters of support mailed to the Montana Arts Council office must be postmarked or emailed no later than April 26, 2009. That mailing address is: Christy Stiles, GAA Nominations, P.O. Box 202201, Helena, Montana 59620-2201, and the email address is cstiles@mt.gov.

Don't be alarmed about the process!! The nomination site contains full instructions and lots of technical help will be at hand from start to finish. For technical assistance, send an email to support@slideroom.com. Phone support can be provided if necessary. And if you still have questions, contact Christy Stiles at (406) 444-6425 or cstiles@mt.gov.

Thank you for nominating a candidate with this process. It will provide our selection committee better access to higher quality materials and artwork samples. (No more faded "Xerox" copies!) Each nomination will be reviewed by a selection committee made up of members of the governing body of the Montana Arts Council. Four nominees will be selected by the full council at their meeting on June 22, 2009 as recommendations that will go to the Governor for final approval. Honorees will be notified by August 1, 2009.